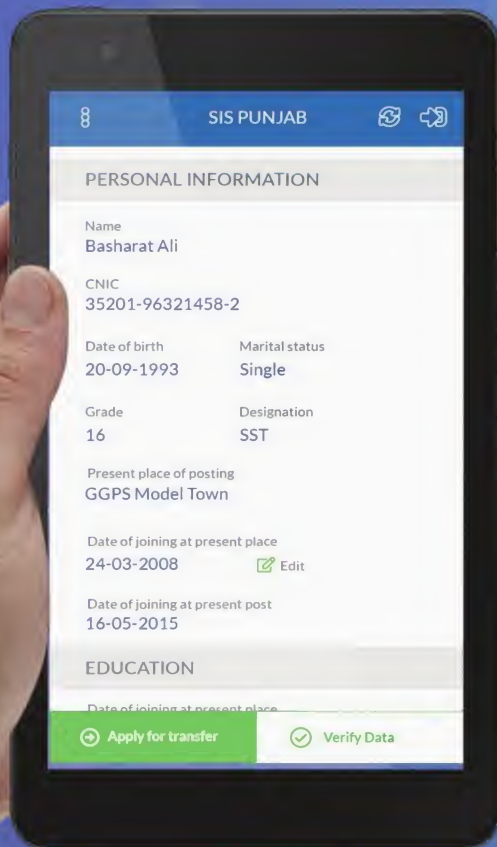


Simple, Convenient, and Efficient!

# e-Transfer

## Public School Teachers

### 2019



SIS PUNJAB

PERSONAL INFORMATION

Name  
Basharat Ali

CNIC  
35201-96321458-2

Date of birth  
20-09-1993

Marital status  
Single

Grade  
16

Designation  
SST

Present place of posting  
GGPS Model Town

Date of joining at present place  
24-03-2008 [Edit](#)

Date of joining at present post  
16-05-2015

EDUCATION

Date of joining at present place

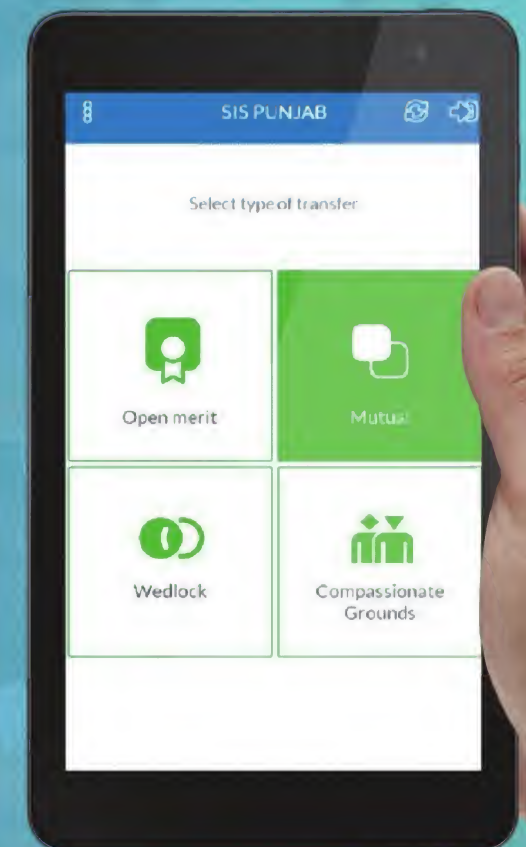
[Apply for transfer](#) [Verify Data](#)



School Education  
Department



Punjab Information  
Technology Board



SIS PUNJAB

Select type of transfer

[Open merit](#) [Mutual](#)

[Wedlock](#) [Compassionate Grounds](#)

[www.schools.punjab.gov.pk](http://www.schools.punjab.gov.pk) - School Education

# Punjab's School Education **Program**

- 25M+ children - one of the largest programs in the world
- 2nd largest - public sector entity in Pakistan (~600K employees)
- ~400,000 teachers - across ~50,000 public schools
- 40% of Punjab - in terms of Budget and HR
- 12.1M students - enrolled in public schools



## A very busy **Department**

- According to estimates, 90% of SED's time is spent on HR related activities (Recruitment, Promotions, and Transfers)

Of the 90%, almost 60% is spent on transfers and postings

# That's 142 days a year!

Keeps everyone busy – teachers, DEAs, SED, and CM Secretariat.

## Huge Processing **Overheads**

- 100,000 teachers apply for transfers every year
- ~50,000 teachers were transferred by SED last year
- ~ 100 Approving authorities across 36 districts

Marred by long queues, and high dependency on clerical staff.  
Extremely cumbersome and “Safarish-prone”

The current mechanisms for teacher transfer are unsustainable, and must be made efficient, transparent, and convenient for all.

“Technology can play a transformative role”



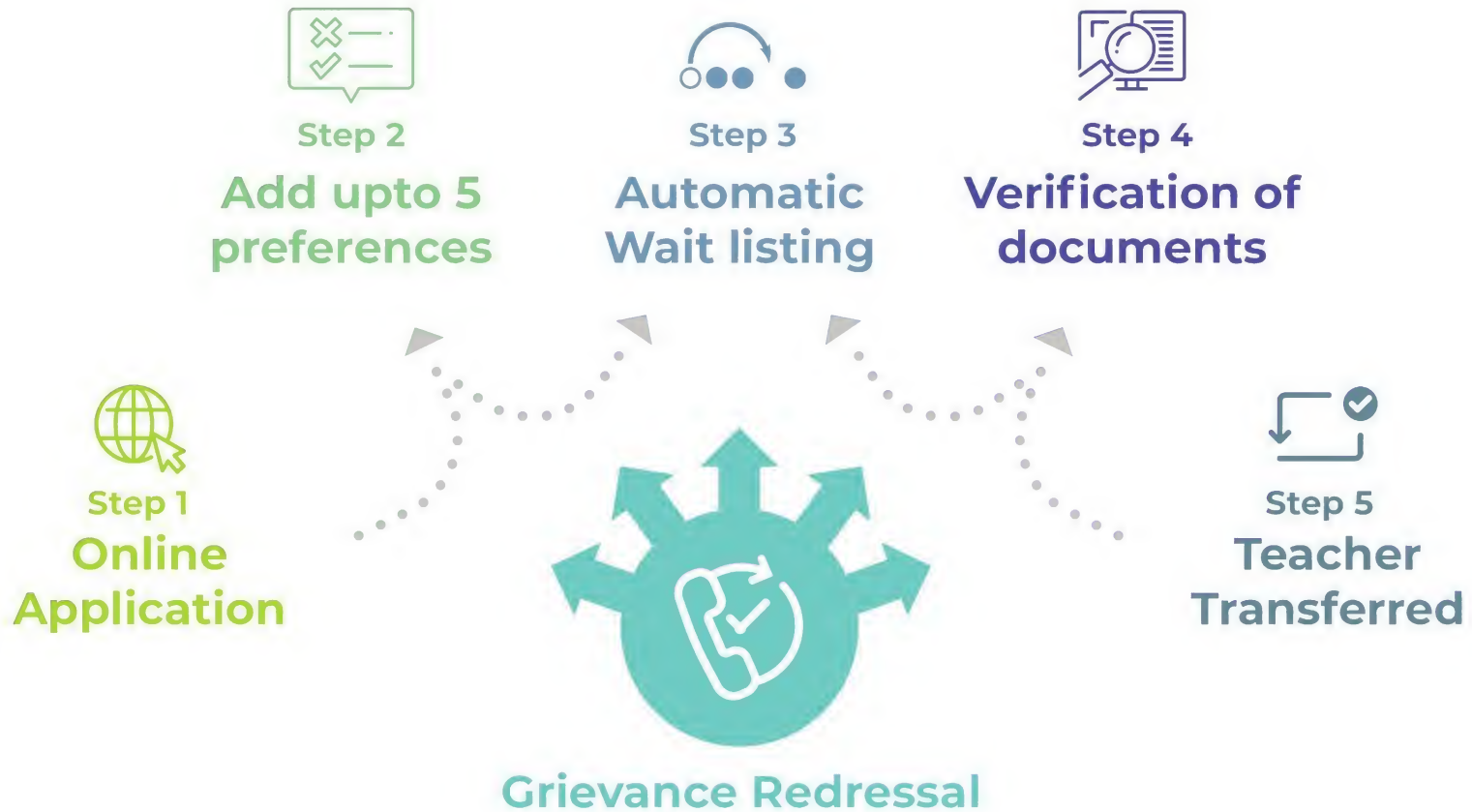
## Key objectives of the **eTransfer system**

- To make the transfer process transparent and merit-oriented
- To make the transfer process systematic, credible, and reliable
- To minimize human interference, favouritism, and tackle corruption
- To enforce stipulated timelines (during summer break)
- To help avoid frequent transfers all year round

# Procedure for Online **Transfer Applications**

- Transfer/Posting will only be done online, via the eTransfer App.
- Once transfer applications have been submitted, the eTransfer system will auto-generate waitlists of applications for each school – and post it online.
- Teachers can raise objections against his/her own rank in the waitlist, or that of others.
- The concerned transferring authorities will have online access to review, approve, or reject received applications based on waitlist order.
- The concerned transferring authorities will get verification of the documents from concerned issuing authorities.
- For approved applications, Transfer Orders with QR-Code will be auto-generated from the system – for applications that meet all criteria and documentation authenticity requirements.

# PROCESS FLOW





# Reengineered for Simplicity and Minimal Operator Intervention

01 Self verification of data and transfer preferences

**PERSONAL INFORMATION**

Name

CNIC

MUHAMMAD ATA UL MUSTAFA - 33104-2139444-3

محمد عطاء المصطفى

DOB (By CNIC)

DOB (By Matric)

4 Apr 1968

4 Apr 1968

Contact#

Email

0335-7274514

GHS CRESCENT@GMAIL.COM

Gender

Marital Status

Male

Married

Domicile

Address

FAISALABAD

P-5 ST# 1 IAJ COLONY FSD

**PROFESSIONAL INFORMATION**

Personal Number

Service Type / Grade

30024529

Regular / 16

Designation

Designation Subject

SST

Arts

Current School

Date of Joining in Current School

GHS CRESCENT MODEL FAISALABAD

8 Jan 2016

NOTE: For any correction in your profile, kindly ask school head to update data in the 'Staff' section of school SIS login.

✓ Verify Data

02 Automatic Wait-listing

**School Information System**

**CEO DASHBOARD**

2190  
Open Merit

465  
Mutual

46  
Wedlock

46  
Compassionate Grounds

**MERIT LIST**

Name

Application Type

CNIC

School

write here

open merit

30024529/2139444-3

select school

Search now

**MERIT LISTING**

ID #	Name	CNIC	Current School	New School
PK-014	Musazir Hussain	63212365478963	Govt. Boys High School, LHR-South	Govt. Boys High School, LHR North
PK-014	Rana Tariq	21452147896329	Govt. Boys High School, LHR-South	Govt. Boys High School, LHR North
PK-014	Wasim Ahmad	78541236987122	Govt. Boys High School, LHR-South	Govt. Boys High School, LHR North
PK-014	Faisal Jangir	21452147896329	Govt. Boys High School, LHR-South	Govt. Boys High School, LHR North

03 Automatic Transfer Order Generation with QR code, after detailed document verification by CEO/DEO office

5/8/2016

https://schools.punjab.gov.pk/schoolinfo/showSchoolUser07

**GOVERNMENT OF THE PUNJAB,  
SCHOOL EDUCATION DEPARTMENT**

Date Lahore, the 01.02.2016

**NOTIFICATION**

**2016-02-01. TAHNA HAMEED** (BS-17/CONTRACT), Head-Master is hereby adjusted/posted as EDO(BS-18/contract), with immediate effect, against a vacant post.

**2. TAHNA HAMEED** (BS-17/CONTRACT), Head-Master is hereby adjusted/posted as EDO(BS-18/contract), with immediate effect, against a vacant post.

**SECRETARY SCHOOL EDUCATION**

**NO. & DATE EVEN.**

A copy is forwarded for information and necessary action to:-

1. The Secretary Chief Minister, Punjab, Lahore.
2. The Director Public Instruction (S&GE), Punjab, Lahore.

**SECTION OFFICER**



https://schools.punjab.gov.pk/schoolinfo/showSchoolUser07

1/1

# Two-step Application **Process**

Phase **01**  
**Within-district transfers**  
**35 Days**

Phase **02**  
**Across District transfers**  
**25 Days**

- Open merit transfers will be opened for a defined period during summer break
- Applications for Mutual, Wedlock and compassionate grounds transfers will be processed throughout the year

## Benefits for **Teachers**

- Convenient mobile access
- Standardized application procedure with defined time period
- Online availability of information regarding available schools/seats
- Online availability of marks of all applicants
- System is designed in a way that it will facilitate teachers to transfer to their nearby schools
- Fewer in-person visits
- Minimal operator intervention
- Central helpline and complaints logging
- Easy access to instructions and applicable policies
- No travel, no sifarish and no money involved.

# Maturity and Sustainability

01

## **Iterative improvements**

System is designed to cater to most of the scenarios and will improve with the passage of time to cover further needs.

02

## **Transformative automation**

No transfer-postings will be done manually from now-on

03

## **Way Forward**

- Include Teachers posted in attached departments
- Include managerial staff
- Include support staff
- HR management system with database of archived/scanned official documents of employees



# Thank **You**

